

16 October 2002

ENGLISH only



*The Representative of the CiO in Vienna  
Chairman of the Permanent Council*

Vienna, 15<sup>th</sup> October 2002

A handwritten signature in dark ink, appearing to read 'Francisco Seixas da Costa'.

Please find attached CIRCULAR NOTE N° 5, in addition to N° 3 already circulated on 6 September 2002, from the Portuguese Ministry of Foreign Affairs, with further information for Media Representatives on accreditation and hotel reservation for the 10<sup>th</sup> Ministerial Council of the OSCE in Porto.

A handwritten signature in dark ink, appearing to read 'Francisco Seixas da Costa'.

Francisco Seixas da Costa  
Ambassador

To

- all OSCE Delegations
- OSCE Secretariat



## **CIRCULAR NOTE N.º 5**

### **Media Information**

The Portuguese Ministry of Foreign Affairs presents its compliments to the Diplomatic Missions and Delegations of the Participating States of the Organization for Security and Cooperation in Europe, the Mediterranean Partners for Cooperation and the Partners for Cooperation, the International Organizations and to the OSCE Secretariat, and following the circular note N°3 dated 6 September, 2002, has the honour to inform the following to the Media Representatives:

### **Venue**

The 10th Ministerial Council of the OSCE will be held in Porto on the 6<sup>th</sup> and 7<sup>th</sup> of December 2002.

### **Media Accreditation**

Badges for journalists and media representatives will be issued on the basis of a special accreditation form (Annex 1).

In order to facilitate the preparation of the badges, the accreditation forms which are available at the internet site: [www.min-nestrangeiros.pt/mne/osce/](http://www.min-nestrangeiros.pt/mne/osce/), should be completed and sent by post together with two coloured photos (3x4cm) and copy of passport or ID card to the following addresses:

By Post: Ministério dos Negócios Estrangeiros  
Gabinete de Informação e Imprensa  
Largo do Rilvas  
1399-030 Lisboa  
Portugal

For security reasons journalists and media representatives are strongly recommended to forward the registration forms with the photos before 16 November, 2002. Accreditations handed over or requested after November 16th will be not considered.

Accreditations can be collected from December the 4<sup>th</sup> at the Accreditation Service of the Edifício da Alfândega in Porto.



### **Hotel Reservation**

Arrangements on special rates for media representatives have been made with the following hotels:

- Hotel Fénix Porto – 4\*\*\*\*\*
- Hotel Tuela – 3 \*\*\*
- Hotel Vila Galé – 3\*\*\*

The two first hotels are located in the Boavista area and the third one near Campo 24 de Agosto.

Please find attached the hotel reservation form for the media representatives.

**Complete forms for hotel reservations should be directly returned to Agência Abreu no later than November 16<sup>th</sup>, 2002.**

### **Transportation**

Transportation will be provided only from the above mentioned hotels to the Alfândega Building.

### **Visa Requirements for Press Representatives:**

Visa requirements must be met prior to arrival in Portugal. Press Representatives who require entry visas should apply at the Portuguese Embassy or any Embassy of a EU Member State handling Portuguese consular affairs, in their home country.

The Portuguese Ministry for Foreign Affairs avails itself of this opportunity to renew to the Diplomatic Missions and Delegations of the Participating States of the Organization for Security and Cooperation in Europe, the Mediterranean Partners for Cooperation, the Partners for Cooperation, the International Organizations and the OSCE Secretariat the assurances of its highest consideration.

Lisbon, 10<sup>th</sup> of October 2002



**10th Meeting of the OSCE Ministerial Council  
Porto, 6- 7 December 2002**

**MEDIA ACCREDITATION FORM**

Surnames:	
Name(s):	
Nationality:	
Date & Place of Birth:	
Passport Number:	
Date of Issue:	
Name of Medium:	
Country of Medium:	
Address:	
Tel., Fax., E-mail:	
Type of Medium:	<input type="checkbox"/> Press Agency <input type="checkbox"/> Written Press <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Other, please specify: _____
Function:	<input type="checkbox"/> Journalist <input type="checkbox"/> Photo Journalist <input type="checkbox"/> Cameraman <input type="checkbox"/> Technician
Press Card Number:	
Issued by:	
Date of Issue:	

**FOR SECURITY REASONS**, this application form should be sent until the 16 th of November, with two coloured photos and a passport copy to:

Ministério dos Negócios Estrangeiros  
Gabinete de Informação e Imprensa  
Largo do Rilvas  
1399-030 Lisboa - PORTUGAL

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# 10th Meeting of the OSCE Ministerial Council

## Porto 6 - 7 of December 2002

### MEDIA HOTEL BOOKING FORM

Name \_\_\_\_\_ Media / Country \_\_\_\_\_

Address \_\_\_\_\_ Contact Person: ☐ Mr. ☐ Mrs. \_\_\_\_\_

City \_\_\_\_\_ Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

### HOTEL RESERVATION FORM

**Deadline: 16 November, 2002**

**Hotel rooms will be allocated on a first come first serve basis.**

Rates are in Euro, per room, per night, including service, taxes and breakfast.

Hotel	Localization	Single	Double
<b>FENIX PORTO ****</b>	Boavista	€90	€100
<b>Vila Galé ****</b>	City Centre	€87	€97
<b>TUELA ***</b>	Boavista	€60	€70

Should you prefer another hotel, please contact "Viagens Abreu" directly. **OSCE 10 th Ministerial Meeting Organization only provides transfers from this hotels**

#### Cancellations:

If written cancellation is received till November 21st, full refund less bank expenses will be provided. From November 21st on, no refunds are guaranteed.

**Please reserve:** Hotel \_\_\_\_\_ Type of Room \_\_\_\_\_ Arrival \_\_\_\_/\_\_\_\_/Dec 2002  
\_\_\_\_ nr of nights X € \_\_\_\_\_ Hotel Room Rate = **TOTAL PAYMENT** \_\_\_\_\_

### PAYMENT

**Full Payment** in EUROS can be done by a Bank Draft issued to Viagens Abreu S.A., or by Credit Card.

I authorize the debit of the **TOTAL PAYMENT**, to my credit card.

VISA ☐ AMERICAN EXPRESS ☐ EUROCARD / MASTERCARD ☐  
Credit Card nr. \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
CVV (last 3 numbers in the back side of the credit card) \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Authorization \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature (of Card Holder) \_\_\_\_\_

**PLEASE SEND THIS REGISTRATION FORM TO:**

**Viagens Abreu, S.A.**  
**C/O Congress Department**  
**Av. dos Aliados, 207**  
**4000 – 067 Porto - PORTUGAL**

**Phone:** (351) 22 204 3570  
**Fax:** (351) 22 204 3693  
**E-mail:** [congress.porto@abreu.pt](mailto:congress.porto@abreu.pt)

